



COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING DIVISION

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236

Memorandum

TO: COMPLAINANT

FROM: COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DIVISION

RE: COMPLAINT PROCEDURES

Thank you for bringing violations of the City's Building and Zoning codes to our attention. We share your concern that the City's codes are observed and will take action necessary to correct violations.

Complaints will be handled in the order in which they are received, with the exception of those involving life and safety hazards (which will receive the highest priority). We will make every effort to respond to complaints as soon as possible.

Each violation identified will be dealt with individually depending upon its nature and severity. Possible actions range from verbal or written notification to court citations or other legal remedies.

We will make every effort to keep you informed of the progress being made to address your complaint.

Please fill out the attached complaint report as **completely** as possible, as this information will assist us in expediting our investigation. Please include all related information, as to better inform this office of the situation. If you have any further questions, please feel free to contact this office at (408) 779-7241.

Thank you.



COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING DIVISION

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7241 Fax (408) 779-7236

CODE ENFORCEMENT COMPLAINT FORM

This document may be subject to public inspection and copying under the California Public Records Act, Government Code, Section 6250 et. seq.

Complainant: _____ Phone: (____) _____
(Person Filing Complaint)
Address: _____ City: _____ Zip _____

Address of Violation: _____ Apn #: _____

(If no formal address is available, please provide a sketch of violation location.)

Owner's / Occupant Name: _____ Phone: (____) _____
(Contact Name)

Owner's Address: _____ City: _____ Zip _____

Type of Building: (Residential / Commercial / Accessory Structure) _____

Nature of Complaint: (Life Safety / Property / Nuisance) _____

Complainant's Signature _____ Date: _____

~~ FOR OFFICE USE ONLY ~~

ACTION TAKEN: _____

